

SHENANDOAH VALLEY WESTMINSTER-CANTERBURY
300 Westminster Canterbury Dr
Winchester VA 22603

POSITION DESCRIPTION

TITLE: Registered Nurse and Licensed Practical Nurse

DEPARTMENT: Health Services

RESPONSIBLE TO: Director of Health Services/Nursing, Assistant Director of Nursing, and Head Charge RN

RESPONSIBLE FOR: Assigned RNs, LPNs, and Nursing Assistants assigned to the unit.

JOB SUMMARY: Manages a designated group of nursing employees on a nursing unit and assures smooth operations of the unit for a designated shift.

REQUIRED EDUCATION, EXPERIENCE, SKILLS, LICENSURE:

1. At least one year of nursing experience preferred; current RN/LPN licensure in the state of Virginia required.
2. Previous supervisory experience preferred.
3. CPR, AED and First Aid certification.

JOB REQUIREMENTS:

1. Support the mission and purposes of SVWC.
2. Support the Board of Trustees and Administration.
3. Present a professional, caring, and supportive image.
4. Employment and annual Tuberculosis testing as required by Virginia State Licensure.
5. Must attend mandatory in-services required by the State Licensure and all other mandatory in-services and/or meetings required by other regulatory agencies and/or by SVWC.
6. Follows and supports the policies and procedures established by SVWC.
7. Professional standards and ethics must be adhered to at all times.
8. Maintains professional appearance by adhering to dress code and being neatly groomed.
9. Maintains skills and knowledge in accordance with current research and practice.
10. Participate in continuing education.
11. Responsible for maintaining current license and providing SVWC with proof of such prior to expiration date.

ESSENTIAL DUTIES/RESPONSIBILITIES:

Administrative

1. Evaluates residents' status and unit activities at the beginning of each shift and assures an appropriate level of nursing staff are available to provide safe, high quality care. Assists with delegating assignments to the nursing staff. Makes rounds to evaluate status of residents and determine resource needs.
2. Accepts and gives shift report.
3. Makes rounds to evaluate status of residents and determine resource needs.
4. Inspects environment, identifies environmental problems, and initiates requests for correction of environmental problems.
5. Plans and delegates assignments.
6. Checks for appropriate amount and condition of equipment and supplies; orders supplies and equipment as necessary.
7. Consults with Director of Health Services/Nursing or designee to obtain necessary human and material resources.
8. Identifies clinical and operational problems.
9. Obtains assistance for emergencies and assists as necessary.
10. Communicates unit problems and needs to Director of Health Services/Nursing or designee.
11. Advises Director of Health Services/Nursing or designee of topics for discussion at staff meetings.
12. Participates and makes recommendations in recruitment and retention programs.
13. Assures that physicians' orders are current and appropriate, and communicates these orders to unit nursing personnel. Reviews re-certifications and will sign that physician order sheet has been reviewed.
14. Gives feedback to Director of Health Services/Nursing or designee regarding the performance of employees.
15. Consults with Director of Health Services/Nursing or designee regarding the need for disciplinary action of employees; participates in disciplinary action as necessary.

16. Identifies reports, and documents incidents and accidents; participates in investigation of incidents/accidents as necessary.
17. Supports and participates in facility quality assurance program.
18. Assures that unit practices are consistent with regulatory requirements.
19. Participates on committees and teams as necessary.
20. Completes records and reports as needed.
21. Evaluates performance of nursing personnel assigned to unit.

Clinical

1. Responds to emergency calls from residents or changes in condition as necessary. Assesses resident's condition, contacts physician as needed, implements orders, plans for ongoing treatment or care as needed, evaluates resident's response. Notifies resident's families of changes of condition after notifying physician.
2. Participates in resident assessment and care planning activities; reviews and revises residents' assessments and care plans as needed.
3. Reviews, transcribes and implements physician's orders.
4. Coordinates and participates in admissions, transfers, and discharges of residents (on Health Care).
5. Directs, supervises and assists staff in delivering nursing care.
6. Facilitates resident directed culture, gives direct care as needed, which may include preparation of simple cooked food for residents after normal dining hours.
7. Documents and supervises others in the documentation of resident care.
8. Communicates and coordinates care with residents and their families/significant others.
9. Checks on nursing care activities of staff.
10. Counts narcotics.
11. Administers medications as required.
12. Communicates with residents' physicians and/or in house Nurse Practitioner.
13. Makes rounds to assess residents and evaluate care.
14. Implements, practices, and assures staff adheres to infection control measures.

15. Makes rounds to assess residents and evaluate care.
16. Prepares staff for resident admissions, assures rooms are prepared for resident admissions.
17. Responds to emergency calls from residents as necessary.
18. Pronouncing resident's death (RN only).
19. Fit tested regulators may be required.

Education

1. Provides instruction to staff as needed.
2. Participates in the orientation of new employees.
3. Assures staff attends inservice education programs and meetings as scheduled.
4. Assists in planning and implementing staff development activities.
5. Attends continuing education programs to maintain competency and improve knowledge and skills.
6. Provides informal instructions to employees as necessary.

Public Relations

1. Promotes a positive image of long-term care nursing.
2. Meets with current and prospective residents and their families.
3. Promotes positive guest relations.
4. Assures problems and complaints involving nursing services are managed in a timely and appropriate manner.
5. Protects the privacy of residents and employees.
6. Represents the facility and nursing services in professional and community activities as assigned.
7. Maintains positive working relationships between nursing staff and other departments.

Attendance, Punctuality, Versatility

1. Works shifts as scheduled.

2. Arrives to work on time for scheduled shift.
3. Provides proper notification for absence and/or tardiness.
4. Remains flexible to cover needs of patients.

Other

1. Other duties as assigned.

AUTHORITY:

To make decisions within the framework of the policies and procedures of the facility and standards of the profession.

UNIVERSAL PRECAUTION RISK CLASSIFICATION:

Category A: The person holding this position understands Universal Precautions Risk Classification categories apply to this position and the individual may be exposed to AIDS, HIV, and Hepatitis B viruses. Tasks That Involve Exposure To Blood, Body Fluids, Or Tissues. All procedures or other job related tasks that involve an inherent potential for mucous membrane or skin contact with blood, body fluids, or tissues, or potential for spills or splashes of them, are Category A tasks.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

VISION

- Must be able to visually identify and discern printed words on either typewritten pages or computer screen.
- Must be able to identify and differentiate colors.
- Must have depth perception within normal ranges.

HEARING

- Must be able to respond to spoken words and other auditory sounds including the ringing of telephone or beepers and monitors.
- Must be able to respond and communicate orally by telephone.

LIFTING

- Must be able to bend, reach and lift patients with assistance to transport them to stretchers/wheelchairs.

- Some lifting may be required, however lifting over 40 pounds must be done with assistance.
- Must be able to push and maneuver carts/stretchers/space saver, etc. Weights may vary and may require assistance.

TOOLS AND EQUIPMENT

- Must be able to use, operate and interpret information from equipment in work area.

SPEECH

- Must be able to verbally communicate in the English language directly and over the telephone and be understood.

RANGE OF MOTION

- Must be able to kneel or squat for 1 hour of an 12 hour shift.
- Must be able to walk continually for 12 hours.
- Must be able to stand for 12 hours straight.
- Must have mobility for all parts of the body, walking, bending, lifting, reaching above head and use of hands.
- Must have manual dexterity, fine motor skills (typing, computer, etc.)
- Some tasks may require sitting for 40% of the work day.
- Must be able to stand and /or mobilize by walking for 100% of an 12 hour shift.

NOTE: This job description is not intended to be all-inclusive. An employee will also perform other reasonably-related job responsibilities as assigned by management as required. Shenandoah Valley Westminster-Canterbury reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. This job description does not constitute a written contract of employment.

I have read the job description above and fully understand the requirements set forth therein.

Employee Signature

Date

REVISIED: 07/2020
BY: MT/CH